Organization Code Maintenance Form

Please indicate request type: **Add** ◯ **Change** ◯

Organization Code: _____ Lowest level org - 5 characters & all numeric
Up to 6 characters for DLevel or roll-up org

Title: _____ Up to 35 characters

Dates: **Effective:** _____ Use 07/01/11 if creating brand new org, otherwise use today

Term: _____ Enter if the only change request is to terminate the org

Data Entry: **Yes** ◯ **No** ◯ Yes means this org allows transactions
No means this is a roll-up org

Predecessor Org: _____ Up to 6 characters - alphanumeric

Defaults: **Fund:** _____ 6 characters **Budget Sheet:** _____

Program: _____ 6 characters

Budget Control Org: _____ Enter if you want FGIBAVL to check for available budget elsewhere
(for existing orgs, this change is only done on July 1)

Prepared by: _____ Approved by: _____ Date: _____